


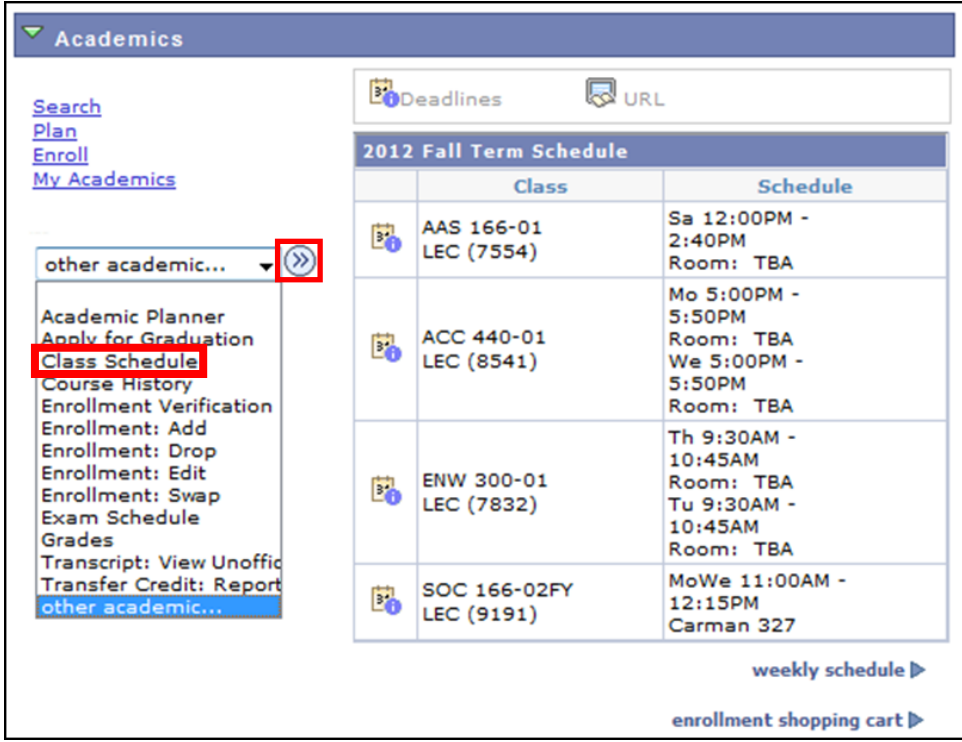


View My Class Schedule


Students are able to use self-service to view their class schedule for a term in either a list or calendar format.

Step	Action
1.	Enter https://home.cunyfirst.cuny.edu in your browser's address bar: <ul style="list-style-type: none"> Enter your Username and Password and click the  Go icon. From the Enterprise Menu, select the HR/Campus Solutions link.
2.	Navigate to: Self Service > Student Center .
3.	In the Academics section from the  other Academic dropdown box, select Class Schedule and then click the  Go icon.







Academics

Search
 Plan
 Enroll!
 My Academics

other academic... 

- Academic Planner
- Apply for Graduation
- Class Schedule**
- Course History
- Enrollment Verification
- Enrollment: Add
- Enrollment: Drop
- Enrollment: Edit
- Enrollment: Swap
- Exam Schedule
- Grades
- Transcript: View Unofficial
- Transfer Credit: Report
- other academic...

2012 Fall Term Schedule

	Class	Schedule
	AAS 166-01 LEC (7554)	Sa 12:00PM - 2:40PM Room: TBA
	ACC 440-01 LEC (8541)	Mo 5:00PM - 5:50PM Room: TBA We 5:00PM - 5:50PM Room: TBA
	ENW 300-01 LEC (7832)	Th 9:30AM - 10:45AM Room: TBA Tu 9:30AM - 10:45AM Room: TBA
	SOC 166-02FY LEC (9191)	MoWe 11:00AM - 12:15PM Carman 327

weekly schedule ►
 enrollment shopping cart ►

4.

As needed, select the radio button of the term in which you would like to swap a class and click the **Continue** button.

Name
go to ...

Search
Plan
Enroll
My Academics

my class schedule
add
drop
swap
edit
term information

My Class Schedule

Select a term then click Continue.

	Term	Career	Institution
<input type="radio"/>	2011 Summer Term	Undergraduate	Queens College
<input checked="" type="radio"/>	2011 Fall Term	Undergraduate	Queens College

CONTINUE

5. The Class Schedule displays in a list format.

My Class Schedule

Select Display Option List View Weekly Calendar View

2011 Summer Term | Undergraduate | Queens College [change term](#)

Class Schedule Filter Options

Show Enrolled Classes Show Dropped Classes Show Waitlisted Classes **filter**

ANTH 101 - INTRO CULT ANTHRO

Status	Units	Grading	Grade	Requirement Designation	Deadlines	
Enrolled	3.00	Undergraduate & Letter Grades		Regular Liberal Arts (Not Taken)		
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/ End Date
1499	02	Lecture	MoTuWeTh 8:00AM - 9:34AM	Powdermker 114	Staff	07/05/2011 - 08/15/2011

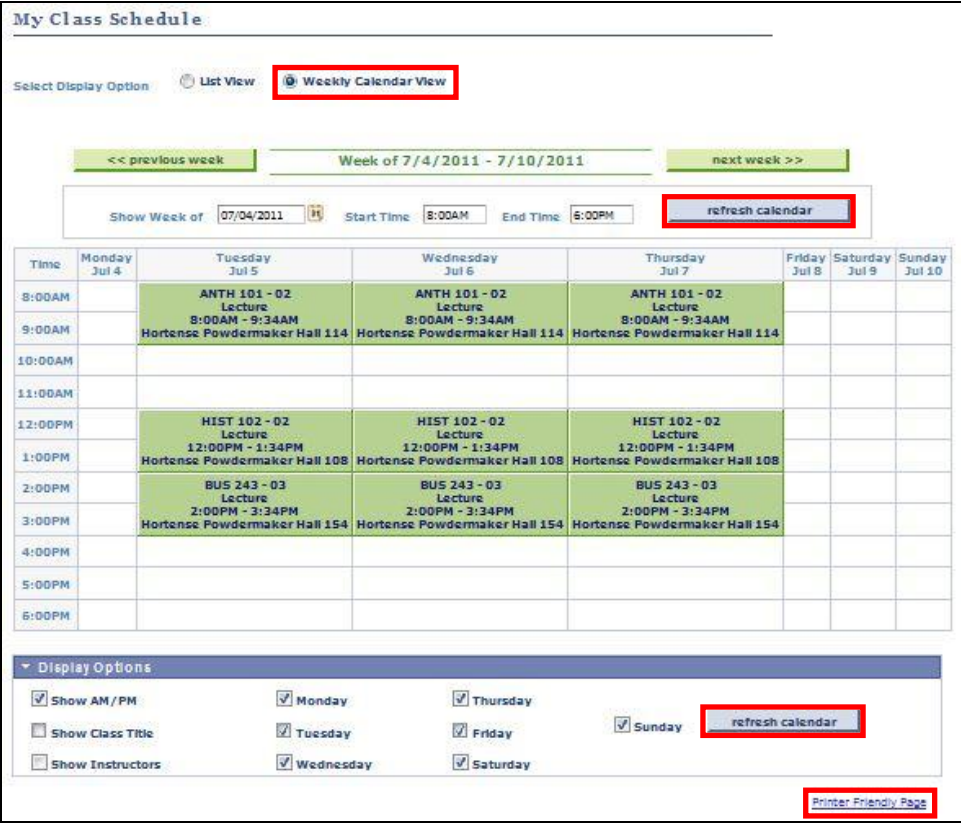

BUS 243 - DISTRIB & MARKETING

Status	Units	Grading	Grade	Requirement Designation	Deadlines	
Enrolled	3.00	Undergraduate & Letter Grades		Regular Non-Liberal Arts (Not Taken)		
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/ End Date
1536	03	Lecture	MoTuWeTh 2:00PM - 3:34PM	Powdermker 154	Rhonda Tenenbaum	07/05/2011 - 08/15/2011

HIST 102 - MOD EUR 1815-PRES

Status	Units	Grading	Grade	Requirement Designation	Deadlines	
Enrolled	3.00	Undergraduate & Letter Grades		Regular Liberal Arts (Not Taken)		
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/ End Date
1619	02	Lecture	MoTuWeTh 12:00PM - 1:34PM	Powdermker 108	Isaac Alteras	07/05/2011 - 08/15/2011

6. To view only enrolled, dropped, or waitlisted classes, in the **Class Schedule Filter Options** select the checkboxes of those types of classes you wish to view and then click the **filter** button.

7.	<p>From Select Display Option, click the Weekly Calendar View radio button to view your schedule in a diary format.</p> 
8.	Select the previous week or next week buttons to go to those schedules.
9.	Alternatively, select the  calendar icon and select the week to view.
10.	As needed enter the Start Time and End Time (format is 8:00AM or 6:00PM) for that week.
11.	Click the refresh calendar button.
12.	<p>From the Display Options section:</p> <ul style="list-style-type: none"> • Uncheck the <input checked="" type="checkbox"/> Show AM/PM checkbox to change to a 24 hour time display (6:00PM becomes 18:00). • Check the <input type="checkbox"/> Show class Title checkbox to display the course name. • Check the <input type="checkbox"/> Show Instructors checkbox to display the assigned faculty. • Check the <input type="checkbox"/> checkboxes of those days of the weeks you wish to display.
13.	Click the refresh calendar button.
14.	In either format, select the Printer Friendly Page link and follow your browser's prompts to print the schedule.
	End of Procedure.